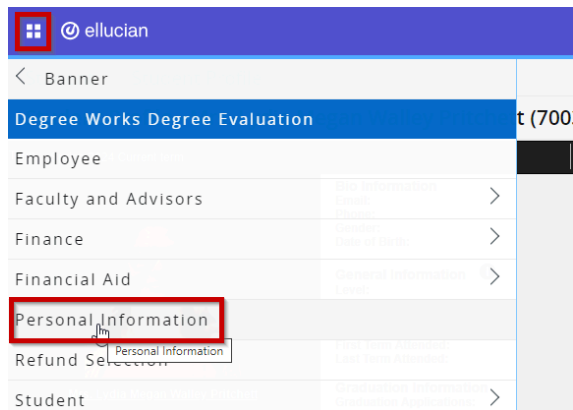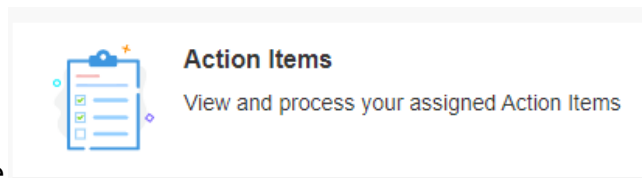# [Financial Agreement Acceptance Video](#)

Pre-Complete Registration Action Items: Financial Agreement and Contact Information Update

1. Log into MyMC (https://my.mc.edu/)
2. Click on "Banner Web for Students" Tile
3. Click on the 4-square menu in the upper left corner. Select "Banner", then "Personal
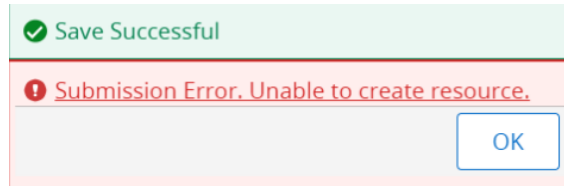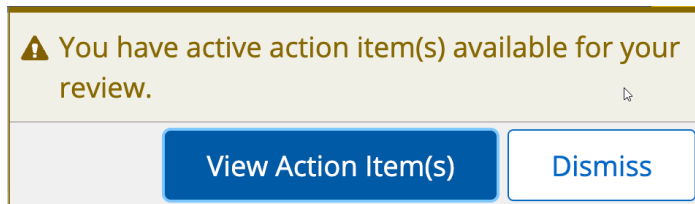

Information"

4. Click the "Action Items" Tile
5. This is will display any action item you must complete or have completed.

    a. Any Item only displaying the ⊘ [Pending] icon is NOT complete

    b. Any Item displaying the ⊘ [Completed] are complete

6. To complete the action items:

    a. Click on the "Instructions" link
    b. Next click on the item's title below the instructions. Wait a few moments for the Student Enrollment and Financial Agreement to load
    c. Read the agreement and accept it by clicking the check box at the bottom of the page.
    d. Click "Save"
    e. Click on the Next item's title. Wait a few moments for the Personal & Emergency Contact Information Page to load.
    f. Update the your address(es), Phone number, Emergency Contact and/or Church attendance if needed.
    g. Click "Submit Changes"

h. Click "Return" in the top right corner
i. If you see an error like the one below, click "OK" until the error is gone. Then click return in the top right corner. The Registrar's office is currently working to resolve this error but it is not affecting your ability to register.


j. Once you have it return, you may need to hit the "Dismiss" button on this message in the top right corner

Accept Financial Agreement at Registration

7. Log into MyMC (https://my.mc.edu/)
8. Click on "Banner Web for Students" Tile
9. Go to "Registration and Planning" from the links below your picture
10. Click "Add/Drop Classes"
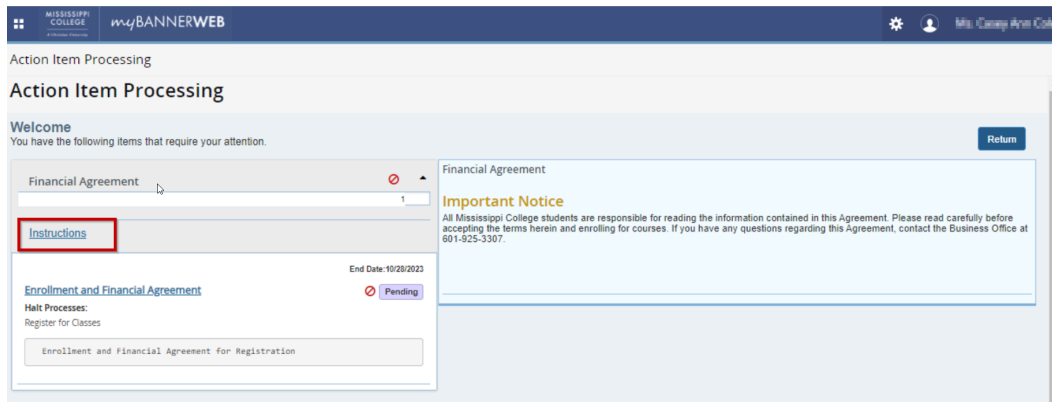11. This will redirect you to the "Action Item Processing" Screen. Click "Continue"
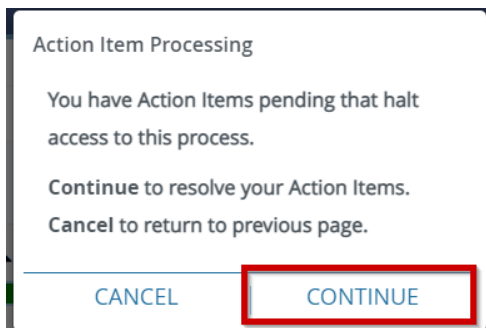
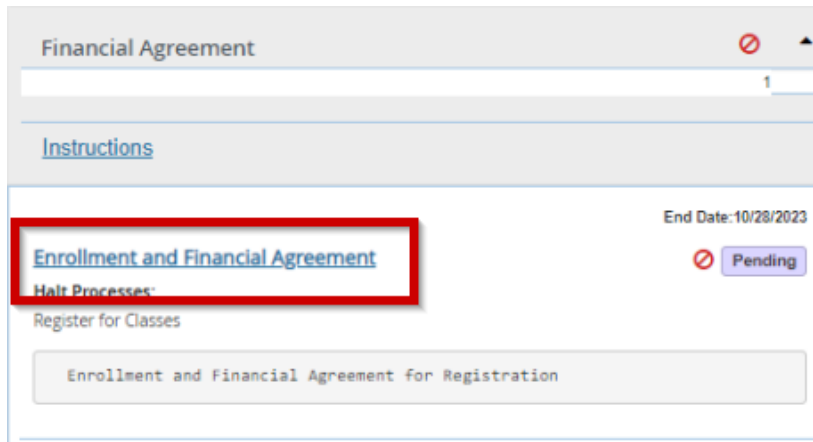12. This is will display any action item you must complete or have completed.

   a. Any Item only displaying the icon is NOT complete

   b. Any Item displaying the are complete

13. To complete the action item:

a. Click on the "Instructions" link
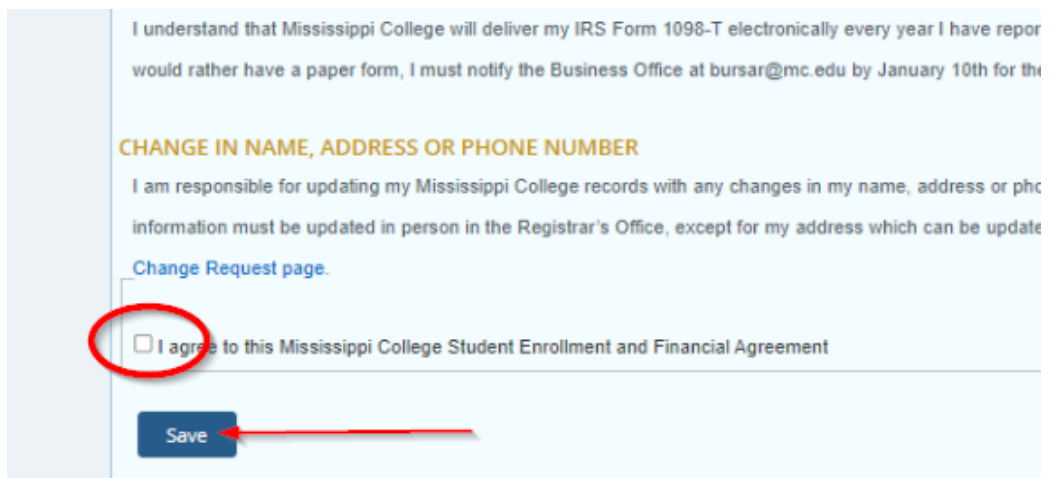

b. Next click on the item's title below the instructions. Wait a few moments for the Student Enrollment and Financial Agreement to load

c. Read the agreement and accept it by clicking the check box at the bottom of the page.

d. Click "Save"

e. Click on the next item's title below the instructions. Wait a few moments for the Personal & Emergency Contact Information Page to load.

Action Item Processing

Welcome
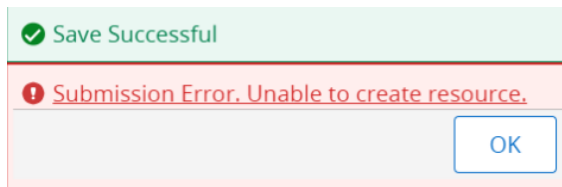You have the following items that require your attention.

Registration Items	🚫 ▲
	2

Instructions

End Date:10/25/2024

Enrollment and Financial Agreement 🚫 Completed

Response saved on: 03/21/2024
Current Response: I agree to this Mississippi College Student Enrollment and Financial Agreement
Halt Processes:
Register for Classes
View Registration Information

Enrollment and Financial Agreement for Registration

End Date:10/25/2024

Registration Items 🚫 Pending

Halt Processes:
View Registration Information
Register for Classes

Registration Items

Registration Items

f. Update the your address(es), Phone number, Emergency Contact and/or Church attendance if needed.

g. Once your information is correct, click "I have reviewed the information above and provided updated information".

h.

Email Address:

Add New   Refresh

Update Church Membership

Click "Add New" to provide the name of the church where you are currently a
select "Church not listed." If you are not a member of a church, please select

Your Current Church Membership: *   Pinelake Church Brandon

Add New

☑ I have reviewed the information above and provided updated information.

i.

j. Click "Submit Changes"

k. Click "Return" in the top right corner

l. If you see an error like the one below, click "OK" until the error is gone. Then click return in the top right corner. The Registrar's office is currently working to resolve this error but it is not affecting your ability to register.

✔ Save Successful

❗ Submission Error. Unable to create resource.

OK

m. Once you have it return, you may need to hit the "Dismiss" button on this message in the top right corner

⚠ You have active action item(s) available for your review.

View Action Item(s)   Dismiss